

Office of Business Applications Support

HRMN Learning Center Job Aid

EXPLANATION OF PERSONNEL ACTION CODES

The purpose of this job aid is to provide HR transaction staff with explanations to various personnel action codes.

PERSONNEL ACTION	REASON	FORM	EXPLANATION
CODINGBLCK	N/A	PA52.1	Use when changing the accounting information (a.k.a. labor distribution) on the employee's record.
CSOTEXCEPT		PA52.1	Used by Civil Service only to approve overtime for an employee who is in a position that is typically not eligible for overtime. CIVIL SERVICE USE ONLY
CSOTEXCEPT	CSOTEXTEND	PA52.1	Used by Civil Service only to extend an overtime exception. CIVIL SERVICE USE ONLY
DEPARTURE	DEP DEATH	PA52.1	Use when an employee's departure is due to the employee's death.
DEPARTURE	DEP DISMIS	PA52.1	Use when an employee's has been dismissed.
DEPARTURE	DEP EXPAPP	PA52.1	Use when an employee's appointment has expired (e.g., limited term).
DEPARTURE	DEP LO/LOA	PA52.1	Use when an employee's layoff or leave of absence rights have expired.
DEPARTURE	DEP RESGN	PA52.1	Use when an employee has resigned. Use when an employee's waived rights leave has expired.
DEPARTURE	DEP RT-DEF	PA52.1	Use when an employee has elected to defer retirement.
DEPARTURE	DEP RT-DIS	PA52.1	Use when an employee has been granted disability retirement.

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DEPARTURE	DEP SETTLE	PA52.1	Use when an employee is being departed due to a grievance or court settlement.
DEPARTURE	DEP WAIVED	PA52.1	Use when placing an employee on a waived rights leave. This is the second transaction that places the employee in a final no-pay status.
EEOEXCLUDE		PA52.1	This personnel action is used to determine if the employee is to be excluded from the State EEO-4 report for federal reporting. CIVIL SERVICE USE ONLY
EEOFUNCODE		PA52.1	This personnel action is used to update the “EEO-4 Group” field for each employee as part of creating the State EEO-4 report for federal reporting. CIVIL SERVICE USE ONLY
EMPEMAIL	N/A	PA52.1	Use when adding or changing an employee’s email address. Email should reflect work email, if available. If the employee does have a work email, a personal email is acceptable.
EMPLSANCTN	N/A	PA52.1	Used by Civil Service only to place or remove a sanction on an employee’s record in accordance with Civil Service Commission Rules and Regulations. CIVIL SERVICE USE ONLY
HIRE	N/A	PA52.4	Use when a candidate is being hired. The candidate will NOT have an employee number in HRMN. A Requisition (PA42.1) and Certification of Appointment (XP43.1) may need to be completed in HRMN in accordance with Civil Service Regulations 3.03 and 3.04.
HIRE	HIRE EMRG	PA52.4	Use when a candidate is being hired for an Emergency Appointment. The candidate will NOT have an employee number in HRMN. A Requisition (PA42.1) and Certification of Appointment (XP43.1) will not be completed in HRMN.
HIREPART2	N/A	PA52.1	Use immediately after hiring a candidate on the <i>PA52.4 Hire an Applicant</i> .
JOBCHANGE	JCHG DEMO	PA52.1	Use when moving an employee to a position at a lower classification level that is not in the same classification series. Requires either an Appointing Authority Credential Review or a Civil Service Credential Review or the employee name in the Civil Service applicant pool for the classification and a Certification of Appointment (XP43.1) in accordance with Civil Service Regulations 3.03 and 3.04. (If the employee is exercising employment preference, use JCHG RIF)

PERSONNEL ACTION	REASON	FORM	EXPLANATION
JOBCHANGE	JCHG FREEZ	PA52.1	Use when moving an employee to a frozen position. CIVIL SERVICE USE ONLY
JOBCHANGE	JCHG CONV	PA52.1	Use when changing positions from one classification to another when there is abolishment of a classification or creation of a new classification. It is also the movement of a position into a performance pay program. USE OF THIS REASON CODE IS WITH CIVIL SERVICE APPROVAL ONLY.
JOBCHANGE	JCHG LATNP	PA52.1	Use when moving an employee to a different position in a different classification at the same level that is not on the Preauthorized Lateral Job Change Listing. Requires a Credential Review by either the Appointing Authority or Civil Service and a Certification of Appointment (XP43.1) in accordance with Civil Service Regulations 3.03 and 3.04.
JOBCHANGE	JCHG LATPR	PA52.1	Use when moving an employee to a different position in the same classification, or in a different classification at the same classification level, per the Preauthorized Lateral Job Change Listing.
JOBCHANGE	JCHG MISC	PA52.1	Use for any JOBCHANGE that does not fall into the other reasons listed.
JOBCHANGE	JCHG MULTI	PA13.1	Use when hiring an employee into Position Level 2-99. The employee will already be in Position Level 1.
JOBCHANGE	JCHG PROMO	PA52.1	Use when moving an employee to a different position at a higher classification level. (Requires a selection process.) A Requisition (PA42.1) and Certification of Appointment (XP43.1) must be completed in HRMN in accordance with Civil Service Regulations 3.03 and 3.04.
JOBCHANGE	JCHG RCALL	PA52.1	Use when moving an employee to a different position upon recall. The employee must be in an active Status and have recall rights to the position.
JOBCHANGE	JCHG RCLSF	PA52.1	Use when moving an employee to a different position due to a change in classification or level (based on a CS-129 classification action that has been approved by Civil Service).
JOBCHANGE	JCHG REASN	PA52.1	Use when moving an employee to a different position in the same classification and level within an agency, as in a reassignment; or when moving an employee to a different shift, with a different supervisor, and a different position code.
JOBCHANGE	JCHG RIF	PA52.1	Use when moving an employee to a different position when the employee is exercising employment preference.

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JOBCHANGE	JCHG SHDOW	PA52.1	Use when an employee is appointed to shadow another employee in a position that is restricted to a one-to-one (employee-to-position) relationship.
JOBCHANGE	JCHG TRAIN	PA52.1	Use when moving an employee to a position coded with a pay schedule of "TRAINING". May require a selection process (If so, complete a Requisition (PA42.1) and Certification of Appointment (XP43.1) in HRMN in accordance with Civil Service Regulations 3.03 and 3.04.)
JOBCHANGE	JCHG UNFRE	PA52.1	Use when moving an employee that is in a frozen position to a position that is active. CIVIL SERVICE USE ONLY
JOBCHANGE	SEP 2NONEX	PA52.1	Use when moving employee from executive branch of government to a non-executive branch (Legislative, Judicial)
LAYOFF	LO MEDICAL	PA52.1	Use when an employee is laid off due to medical reasons.
LAYOFF	LO RIF	PA52.1	Use when an employee is laid off due to a reduction in force.
LAYOFF	LO SEASNAL	PA52.1	Use when an employee is laid off from a seasonal appointment.
LOA	DEP WAIVED	PA52.1	Use when an employee has been granted a Waived Rights Leave of Absence. This is the first transaction to place the employee in a status pending final pay.
LOA	LOA COMP	PA52.1	Use when an employee is taking a leave for compensatory time.
LOA	LOA EDUCTN	PA52.1	Use when an employee is taking a leave for educational purposes.
LOA	LOA EXPIRE	PA52.1	Use only when changing the LOA EXPIRE DATE.
LOA	LOA FAMILY	PA52.1	Use when an employee is taking a leave to care for a family member.
LOA	LOA MATRNY	PA52.1	Use when an employee is taking a leave for maternity.
LOA	LOA MED	PA52.1	Use when an employee is taking a leave for personal medical purposes.
LOA	LOA OTHER	PA52.1	Use when an employee is taking a leave that does not fit into any other leave reason.
LOA	LOA PARENT	PA52.1	Use when an employee is taking a leave due to the adoption, birth or foster care placement of a child.

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LOA	LOA PLANC	PA52.1	Use when an employee is taking a Plan C leave.
LOA	LOAMILITARY	PA52.1	Use when an employee is taking a leave for military service.
LOA	LOA UNCLSF	PA52.1	Use when moving an employee from a classified position to an unclassified position. The employee must have been granted return rights to a classified position.
LOCATN CHG		PA52.1	Use when an employee changes work site location.
LTDCHANGE		XP52.1	System generated when an employee's sick leave balance changes that results in a change in the employee's LTD (Long Term Disability) premium.
LTDCHANGE	LTDCHANGE	PA52.1	Populate the LTD ENROLLMENT and LTD ENROLLMNT DATE fields when an employee is enrolled in an LTD Plan or when an employee cancels LTD coverage.
MISCUPDAT2	CORRECTION	PA52.1	Use when correcting a data item on the personnel action that was incorrectly entered on a previous personnel action.
MISCUPDAT2	N/A	PA52.1	Use to enter/change the current value of a data item on the personnel action.
MISCUPDATE	CORRECTION	PA52.1	Use when correcting a data item on the personnel action that was incorrectly entered on a previous personnel action.
MISCUPDATE	N/A	PA52.1	Use to enter/change the current value of a data item on the personnel action.
PAYPREMIUM		PA52.1	Used to enter/change/delete an employee's special pay premium (A, B, C, D, E, G, P, R, T, V).
PERSINFCH2	N/A	PA52.1	Use when changing an employee's personal information.
PERSINFCHG	N/A	PA52.1	Use when changing an employee's personal information.
POSITION	POS UPDATE	PA102	Used by Civil Service only to change an employee's position record. CIVIL SERVICE USE ONLY

PERSONNEL ACTION	REASON	FORM	EXPLANATION
PROCLEVCHG	N/A	PA52.1	Use when releasing an employee's record to a different Process Level. NOTE: The MI HR Service Center completes this transaction for participating agencies when an inactive employee is being Rehired or Recalled (employee is in final layoff status) to a different process level.
PROCLEVCHG	SEP 2NONEX	PA52.1	Use when moving employee from executive branch of government to a non-executive branch (Legislative, Judicial)
PYCHGRDRNG	N/A	PA52.1	Use when changing an employee's Rate of Pay. The employee must be in a performance pay plan and a position with a Grade Range schedule.
PYCHGRDRNG	PYCHGMERIT	PA52.1	Use when changing an employee's Rate of Pay due to a merit increase. The employee must be in a position with a Grade Range schedule.
PYCHSTPGRD	N/A	PA52.1	Use when changing an employee's grade and/or step. The employee must be in a position with a Step & Grade schedule.
PYCHSTPGRD	PYCHGMERIT	PA52.1	Use when changing an employee's grade and/or step due to a merit increase. The employee must be in a position with a Step & Grade schedule.
PYCHSTPGRD	PYCHRCLSF	PA52.1	Use when changing an employee's grade and/or step due to a preauthorized reclassification which do not require a job change. The employee must be in a position with a step and grade schedule.
RECALL	JCHG RCALL	PA52.1	Use when recalling an employee on layoff to a different position.
RECALL	NOT RCALL	PA52.1	Use when returning a laid-off employee to active status into a position for which they do not have recall rights. Followed by a JOBCHANGE.
RECALL	N/A	PA52.1	Use when recalling an employee to the same position from which the employee was laid off.
RECLMAINT	N/A	PA52.1	Use when adding or changing an employee's recall rights.
REHIRE	N/A	PA52.1	Use when hiring a candidate that already has an employee number in HRMN. A Requisition (PA42.1) and Certification of Appointment (XP43.1) may need to be completed in HRMN in accordance with Civil Service Regulations 3.03 and 3.04.
REHIRE	REHIREEMRG	PA52.1	Use when hiring a candidate that already has an employee number in HRMN is being hired for an Emergency Appointment. A Requisition (PA42.1) and Certification of Appointment (XP43.1) will not be completed in HRMN.
REHIRE	REHIRE STL	PA52.1	Use when rehiring an employee due to a grievance or court settlement.

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REHIRE	REHIRE WRL	PA52.1	Used when rehiring an employee that is on a waived rights leave of absence.
RETIREMENT	DEP RETIRE	PA52.1	Use when an employee has taken a DB or DC Retirement. (Do not use for Deferred and/or Disability Retirement.)
RETURN LOA	N/A	PA52.1	Use when an employee is being returned from a leave.
SECADMIN	SECADMIN	PA52.1	Used by HRMN Security only to administer agency security access for an employee in multiple positions. HRMN SECURITY USE ONLY
SRVCCREDTS		PA52.1	Used by ORS (Office of Retirement Services) only to enter pre-2000 service credits and service credits purchased. ORS USE ONLY
STATUSCHG	STAT PDPAY	PA52.1	Use only when a pay adjustment must be made to an employee that is in a departed status.
WORK ELIG	N/A	PA52.1	Use to add information from the I-9 Work Eligibility Verification form to the employee's HR11.1 Work Elig tab.
ZZHRSRVUSE	N/A	PA52.1	Used by HRMN HR Service Center to update various information on employee records. HRMN HR SERVICE CENTER USE ONLY
ZZMIHRUSE		PA52.1	Used by MI HR Service Center to update specific employee data. MI HR SERVICE CENTER USE ONLY
ZZMIHRUSE2		PA52.1	Used by MI HR Service Center to update specific employee data. MI HR SERVICE CENTER USE ONLY
ZZMIHRUSE2	PL CHG	PA52.1	Used by MI HR Service Center to change the Process Level of a formerly departed employee when the employee is being hired/rehired into a different Process Level than the one from which they departed.
ZZOFMONLY		PA52.1	Used by Office of Financial Management (OFM) to update specific employee data. OFM USE ONLY
ZZPYCHSTGR		PA52.1	Used by Civil Service Compensation to process step increase. CIVIL SERVICE COMPENSATION USE ONLY

PERSONNEL ACTION	REASON	FORM	EXPLANATION
ZZJOBCHNG		PA52.1	Job Change – CIVIL SERVICE USE ONLY

- **COMMENTS** – It is important that comments be entered on actions that require further explanation. For example, if the MISCUPDAT2 action and CORRECTION reason are entered when changing the TKU1 a comment would be helpful. A sample comment may be “TKU1 NOT ENTERED AS PART OF THE JOBCHANGE ACTION”.
- **DATES** – When processing part 1 and part 2 of an action use the same Effective date for both actions. This applies to the HIRE & HIREPART2. The PROCLEVCHG must be processed with same effective date as the subsequent HIRE & HIREPART2, JOBCHANGE, RECALL, or REHIRE.
- **REASONS** – It is important that reasons are used when processing personnel actions. The reasons provide clarification on the action taken and assist with reviewing transactions. Use only reasons that are defined to the personnel action. Some actions require a reason.

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